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# Gateway User Guide

## Printing Budget Forms

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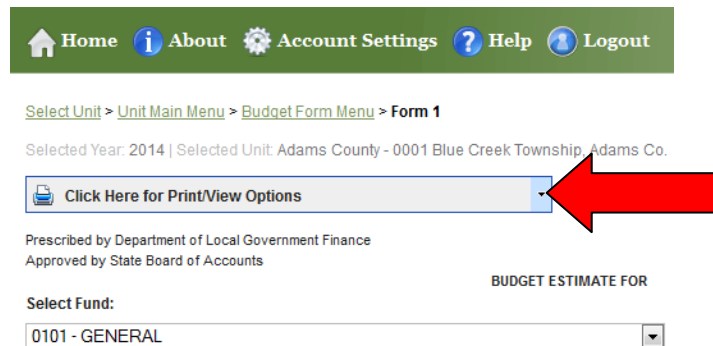
5

## Printing Introduction

There are a variety of printing options available throughout the budget forms. Most forms can be printed at anytime, while Forms 3 and 4 can only be printed after being marked as “Ready to Submit.” Some forms print to a PDF while other forms give you a variety of options that allow you to personalize how your data is displayed. This guide will provide you with a general review that will teach you how to print each way with ease.

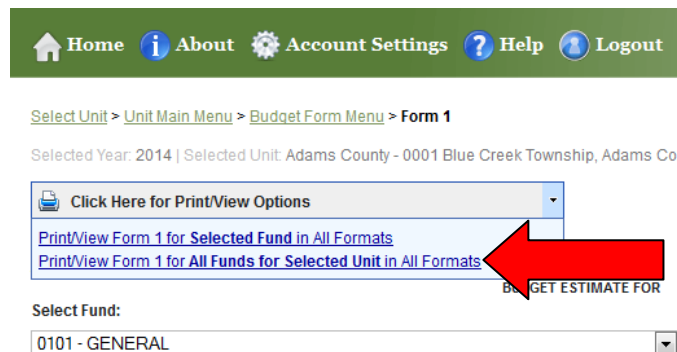
## Locating the Print/View Button

The print/view button is present on the top left-hand side of each form.



The screenshot shows the top navigation bar with links: Home, About, Account Settings, Help, and Logout. Below this is a breadcrumb trail: [Select Unit](#) > [Unit Main Menu](#) > [Budget Form Menu](#) > **Form 1**. The selected year is 2014 and the selected unit is Adams County - 0001 Blue Creek Township, Adams Co. A button labeled 'Click Here for Print/View Options' is highlighted with a red arrow. Below the button, it says 'Prescribed by Department of Local Government Finance' and 'Approved by State Board of Accounts'. To the right, it says 'BUDGET ESTIMATE FOR'. Below this, there is a 'Select Fund:' dropdown menu with '0101 - GENERAL' selected.

Once clicked, a drop down menu will appear. Some forms may only have one option, while others provide options to print/view the selected fund or all funds. Select which option you prefer.




The screenshot shows the same interface as the previous one, but the 'Click Here for Print/View Options' button has been clicked, and a dropdown menu is visible. The dropdown menu contains two options: 'Print/View Form 1 for Selected Fund in All Formats' and 'Print/View Form 1 for All Funds for Selected Unit in All Formats'. A red arrow points to the second option. The 'Select Fund:' dropdown menu remains at '0101 - GENERAL'.

## New Export Options

New to 2013 are the export options that allow you to open up your file in PDF, Word, Excel, or other file types. Once the export page appears, you will see a thin beige bar at the top of the page.

When you see the page below, you may click the image that resembles a save icon to view the export options.

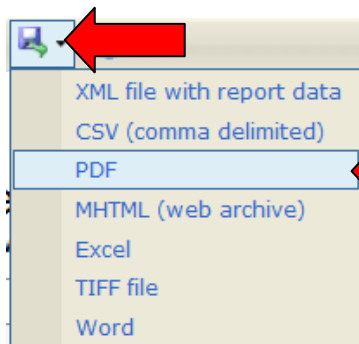


Prescribed by the Department of Local Government Finance  
Approved by the State Board of Accounts

### Budget Form 1 - Budget Estimate

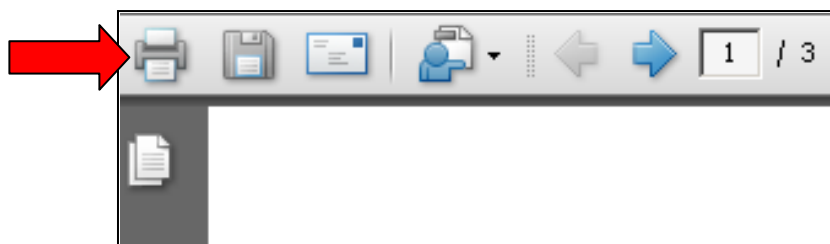
Year: 2013 County: Adams Unit: Blue Creek Township

Fund	Department	Category	Sub-Category	Line Item Code	Line Item	Publ
0061 - RAINY DAY	NO DEPARTMENT	SERVICES AND CHARGES	Other Services and Charges		transfer of funds	
0061 - RAINY DAY Total						
0101 - GENERAL	NO DEPARTMENT	PERSONAL SERVICES	Salaries and Wages		Salary of Trustee	



From the list of export options, you may export your Form 1 into a PDF, Word, Excel, or many other different file types. This allows you to personalize how you wish to have your data displayed.

If you wish to quickly and easily print off the form, you may want to click on “PDF” and then click the printer icon.



You may also want to save the form as a Word or Excel document as it allows you to change the formatting and send the form electronically in an editable format. Please note that the Form 3 will need to be marked as “Ready to Submit” before the print options appear.

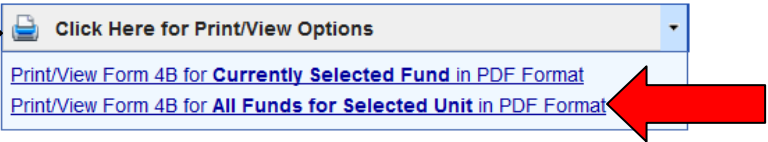

## Standard Printing

Other forms, such as the Form 4B, will only print to a PDF, however, that makes printing even easier. Please note that the Form 4 will need to be marked as “Ready to Submit” before it can be printed.

These forms are simple to print. First click the button at the top-left corner of the form that reads, “Click Here for Print/View Options.” From here, you may have the option to print the currently selected funds or all funds. Please select one.

[Select Unit](#) > [Unit Main Menu](#) > [Budget Form Menu](#) > **Form 4B**

Selected Year: 2014 | Selected Unit: Adams County - 0000 Adams County

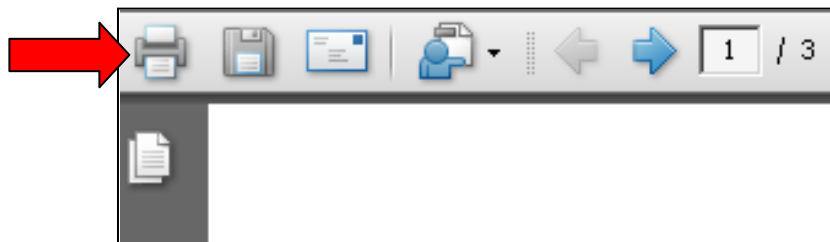


**BUDGET ESTIMATE - FINANCIAL STATEMENT**

Select Fund:

0005 - CASINO/RIVERBOAT

The form should appear in a PDF format. From here, locate the printer icon and follow the prompts.



Congratulations! You have successfully printed your forms. Please see our other user guides for assistance with other forms.